LEGAL CASES

MONITORING SYSTEM

USER MANUAL

LEGAL CASES MONITORING SYSTEM

User Authentication: Every user in the legal application software will be provided with a unique username and password. Only on proper authentication the user will be logged in. Following steps should be followed for getting authenticated:

Logging In:

a. On the desktop, double click on the 'Internet Explorer' or 'Mozilla Firefox' icon to display the web page.

b. On the address bar of the web page, type the URL of the application **http://192.168.150.6:8087/legal** or **www.tneb.tnebnet.org:8087/legal** and then press 'Enter' to display the 'Login' screen.

c. In the login screen <Username> textbox, enter the username assigned to the user.

d. Corresponding to the username; in the <Password> textbox, enter the password assigned to the user.

e. Click on the [Login] button. If the entered username & password is correct, system will direct you to the next page. The next page will highlight only those functionalities for which the privilege / access has been granted.

Note:

- If the 'Username' / 'Password' is incorrect, a message 'Warning!! Username or Password does not exist' will be displayed.

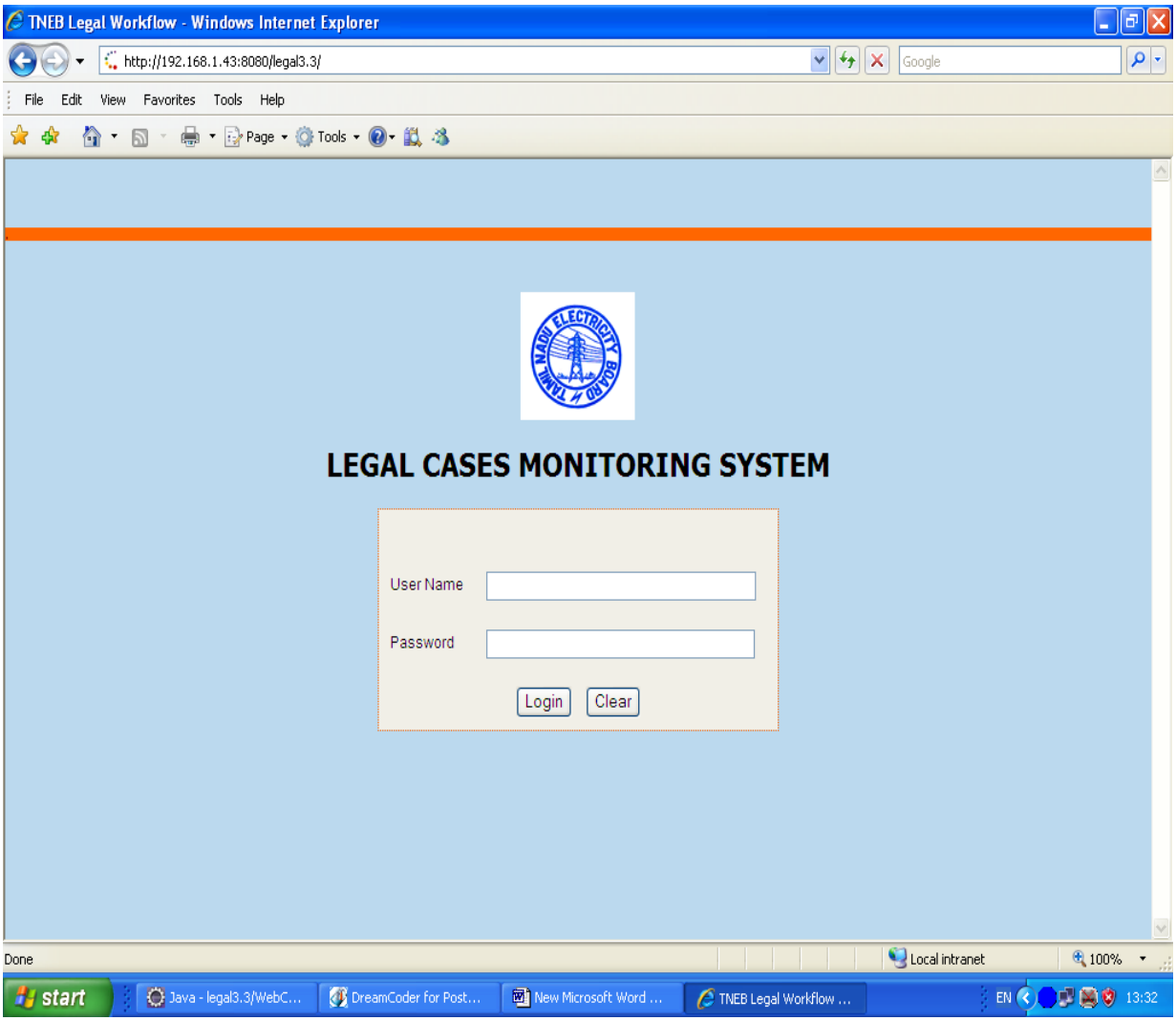

Figure 1: User Login Screen

On successfully logging in to the module the 'Change Password' screen is displayed. The user has to necessarily change the password on the first login. Only then the other screens would be accessible to the user.

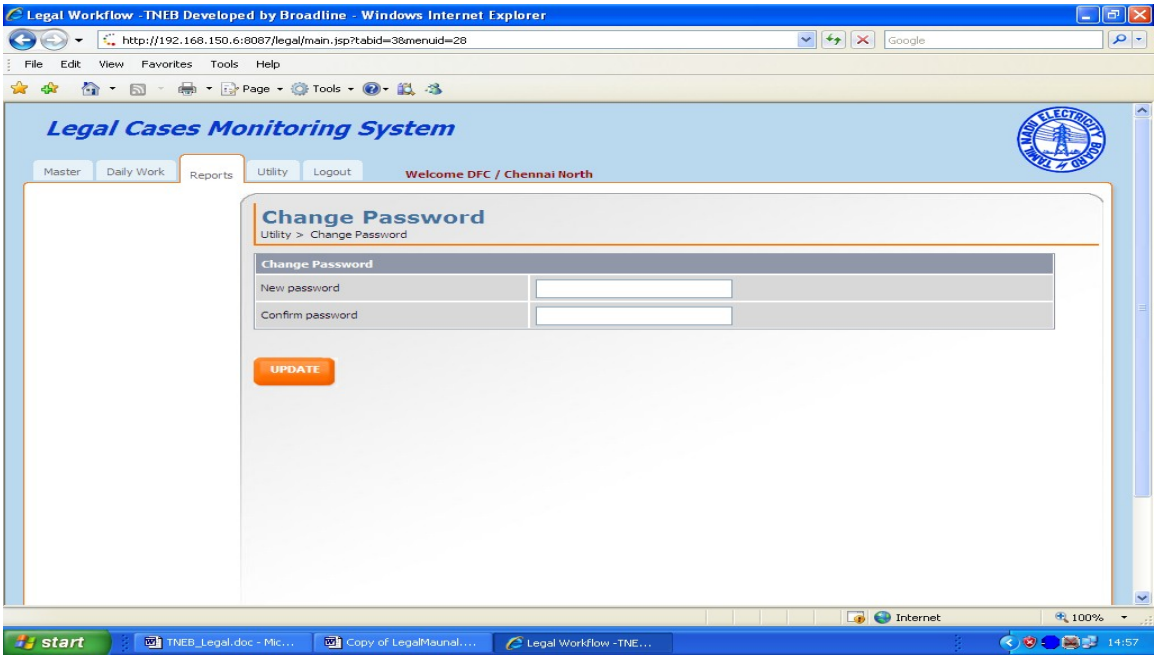

Figure 2. Screen after Login (Change Password Screen)

After changing the password the following screen is displayed.

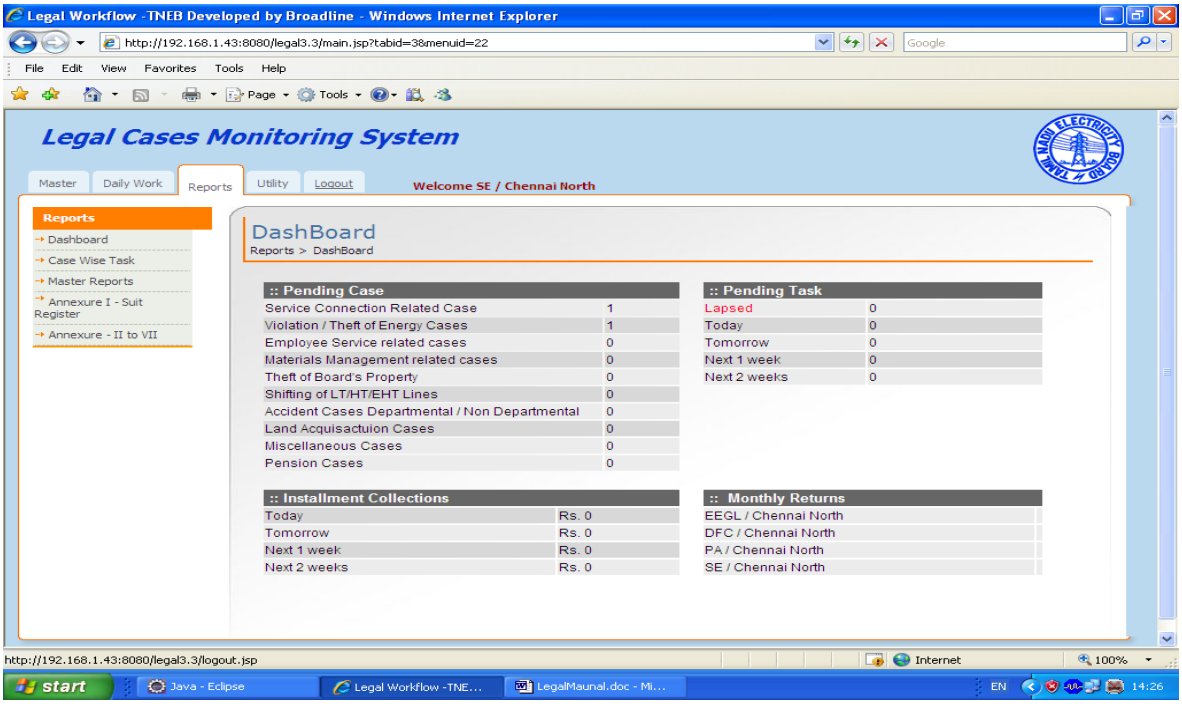

Figure 3. Screen after Login(after changing the password)

On logging in, the screen as shown above is displayed. The above screen shows the name of the user who is currently logged in. For eg: (Welcome SE/Chennai North).The dash Board is displayed by default in the work area. The menu in the screen is listed below:

I. ***Master***
II. ***Daily Work***
III. ***Reports***
IV. ***Utility***
V. ***Logout***

I. The Master menu consists of the following sub menus as listed below:

1. **Circle/Region**
2. **Case**
3. **Installment**

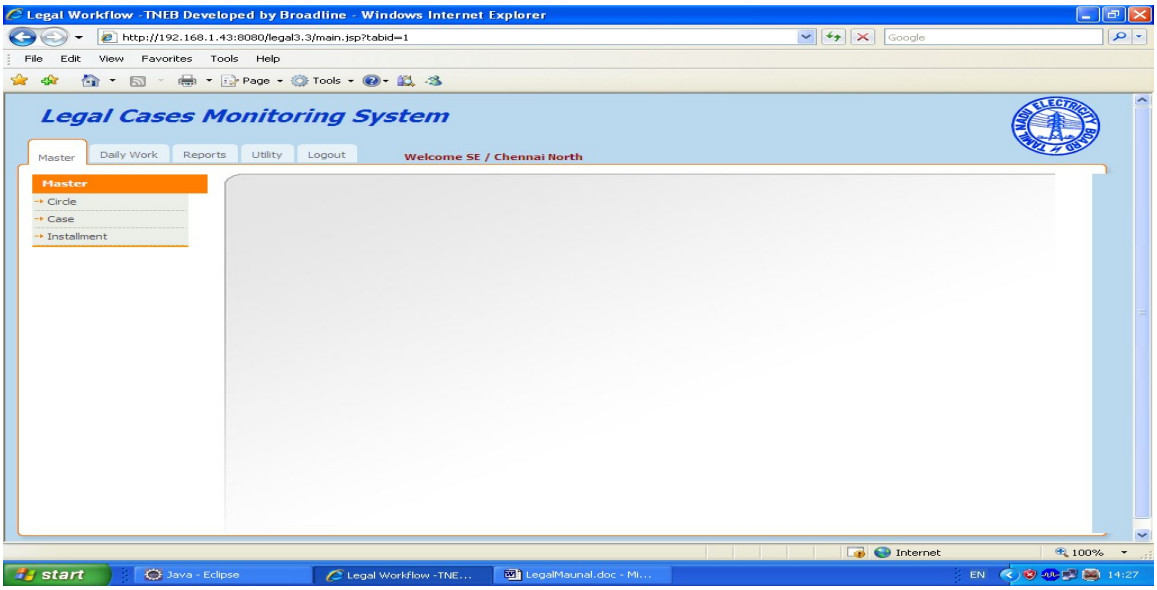

Figure 4 Mater Menu Screen

1. Circle/Region

On clicking the Circle Sub Menu the following screen appears:

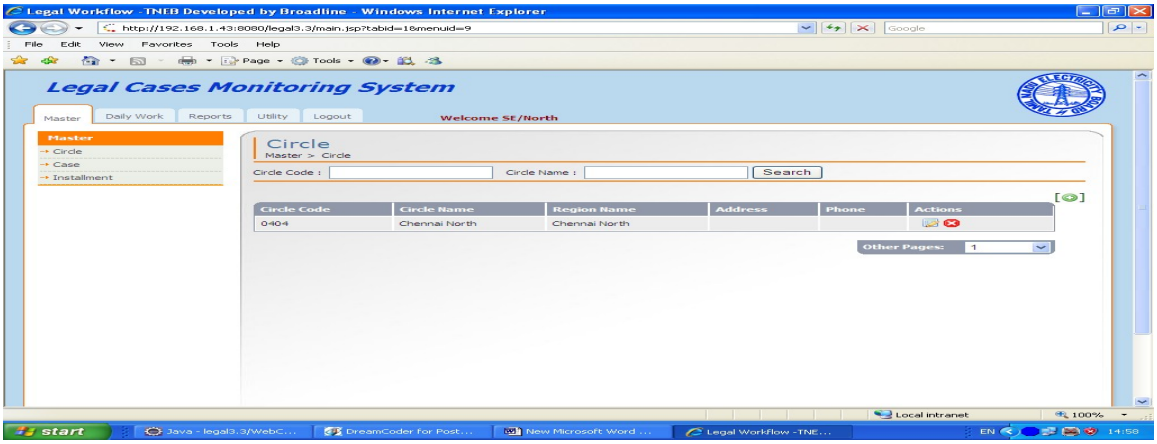

Figure 5 Circle Master Sub Menu Screen

There are two buttons under the heading 'Actions'. Click the Update button to enter the details such as address, phone number and email-id compulsorily.

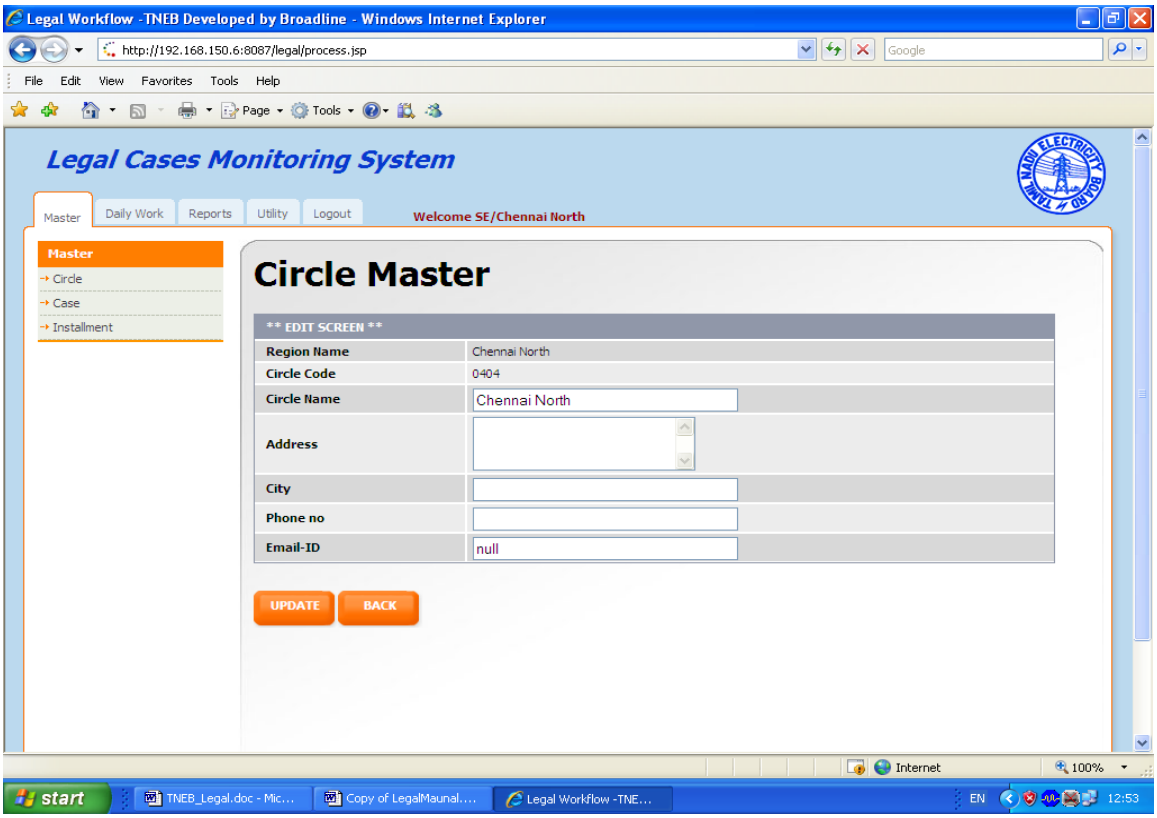

Figure 6 Circle Master Update Screen

After entering the details click the 'update' button to save the details.

2. Case

The next Sub Menu in the Master Menu is Case. On clicking the Case Sub Menu the following screen is displayed.

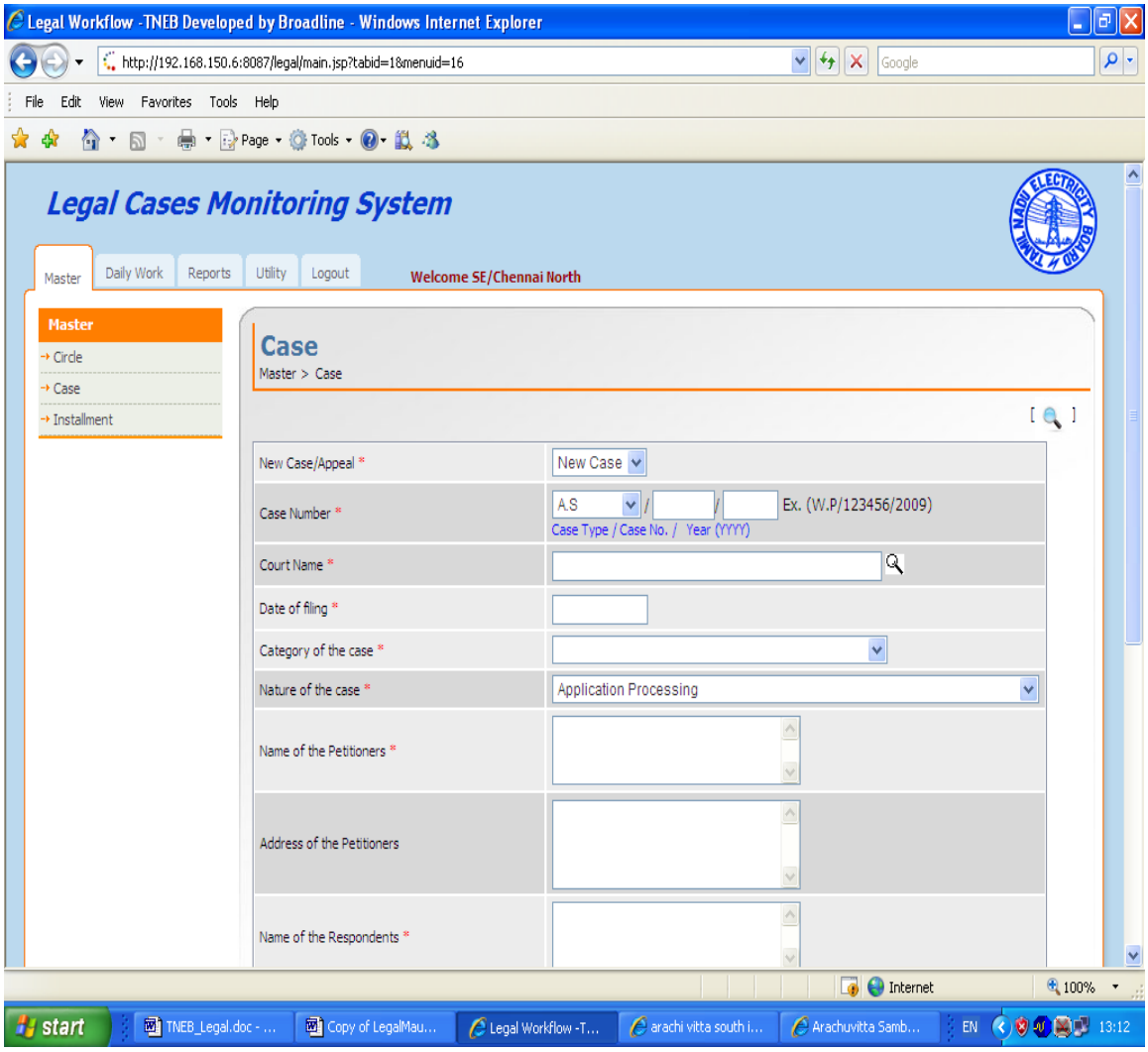

Figure 7 Case Main Screen

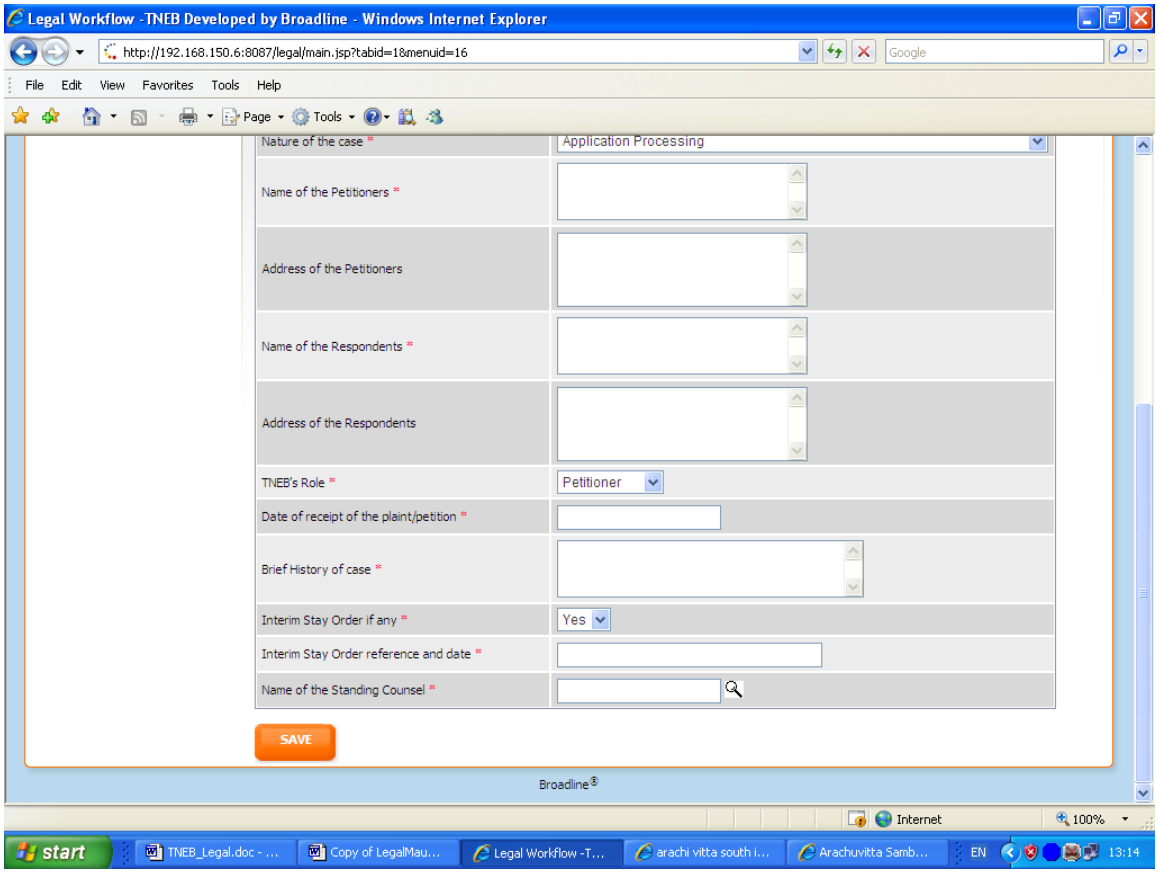

Figure 8 Case Main Screen (contd)

Adding a new Case detail

a. To add a new case; select the option New Case/ appeal from the <New Case / Appeal> drop down box.

b. First select the Case Type from the drop down box (e.g W.P, A.S etc)

c. Then enter the Case Number.

d. Then enter the Case Year in 4 digit format.

e. Then select the Court Name from the <Court Name> textbox, by either pressing the space bar key or by entering any alphabet and

then click on the [🔍] icon. The list of available will get displayed. From the list select the respective Court name.

f. In the <Date of filing> textbox; place the cursor in the textbox so that the calendar is displayed. From the calendar, select the Year first, then Month, and then the date in which the case is filed.

g. From the <Category of the case> drop down, select the category to which the case pertains to.

1. <u>If the Case Category is 'Service Connection'</u>

- From the <Type of Service> drop down box, select the service type.
- Corresponding to the 'Service Type'; in the <Service Connection Number> textbox, enter the 'Consumer Number' / 'Connection Number'**.**
- In the <Tariff> textbox, enter the tariff under which the billing is done.
- In the <Name of the consumer> textbox, enter the consumer name under which the connection is availed.
- In the <Address of the consumer> textarea, enter the billing address of the consumer.
- From the < Whether case represented in any redressal forum> drop down, select the option. If the option is 'Yes'; in the <Is SO Status for disposal> textarea, enter the details.
- In the < Amount involved in dispute if any> textbox, enter the amount, if any.

2. **<u>If the Case Category is 'Employee Service'</u>**

   - In the <Name of the Employee> textbox, enter the TNEB Employee's Name.
   - In the <Employee Number> textbox, enter the unique number assigned to each employee.
   - In the <GPF No> enter the "General Provident Fund' number of the employee.
   - In the <Designation> textbox, enter the designation of the employee.
   - In the <Office in which working> textbox, enter the office name to which the employee belongs.
   - In the < Amount involved in dispute if any> textbox, enter the amount, if any.

3. **<u>If the 'Case Category' is Materials Management</u>:**

   - In the <Name of the supplier /contractor> textbox, enter the supplier name who has supplied the material / contractor name who has executed the work.
   - In the <PO No. and Date> textbox, enter the 'Purchase Order Number' & 'Date' when the PO is issued.
   - In the < Amount involved in dispute> textbox, enter the amount, if any.

4. **<u>If the 'Case Category' is Theft of Board's Property</u>:**

   - In the <Name of Section> textbox, enter the Section Name.

- Place the cursor in the <Date of complaint> textbox to display the calendar. From the calendar, select the Date, Month, & Year when the complaint is filed.
- In the <Name of Police Station> textbox, enter the Police Station name where the complaint is being filed.
- In the <FIR NO> textbox, enter the 'First Information Report Number' assigned against the case filed.
- Place the cursor in the < FIR date > textbox to display the calendar. From the calendar, select the Date, Month, & Year when the FIR is filed.
- In the <Details of the property> textbox, enter the details about the property under dispute.
- In the <Brief history of the complaint> textbox enter the description or the history about the complaint.
- In the <Assessed value of theft> textbox, enter the assessed material value under dispute.

5. <u>If the 'Case Category' is Violation of Theft / Energy Cases</u>

- From the <Type of Service> drop down box, select the nature of service.
- Corresponding to the 'Service Type'; in the <Service Connection Number> textbox, enter the 'Consumer Number' / 'Connection Number'**.**
- In the <Tariff> textbox, enter the tariff under which the billing is done.

- In the <Name of the consumer> textbox, enter the consumer name under which the connection is availed.
- In the <Address of the consumer> textarea, enter the billing address of the consumer.
- Place the cursor in the <Date of detection of Theft> textbox to display the calendar. From the calendar, select the Date, Month, & Year in which the theft is detected.
- In the <Mode of Theft> textbox, enter the means in which the theft is done.
- In the <Theft Detected By> textbox, enter the name by which theft is being detected.
- In the <Compounding charges assessed> textbox, enter the assessed charges.
- In the <Compounding charges paid> textbox, enter the paid amount.
- Place the cursor in the <Show cause notice issued date> textbox to display the calendar. From the calendar, select the Date, Month, & Year in which the show cause notice is issued.
- In the <Provisional Assessment Amount> textbox, enter the interim assessment amount.
- In the <Brief desc of reply by consumer> textarea, enter the description about the reply given by the consumer.
- In the <Personal hearing given, if any> textbox, enter the details about the hearing.

- In the <Assessment Order Issued> textbox, enter the details about the issuance of assessment order.
- In the <Assessment Amount> textbox, enter the assessment value.
- In the <Appeal against assessment> textbox, enter the appeal details against the assessment, if any.
- In the < Order of the appellate authority > textbox, enter the appellate order details.
- In the < Assessed amount as per appeal > textbox, enter the amount assessed as per the appeal.
- In the < Initial amount paid by the consumer > textbox, enter the part amount paid by the consumer.
- From the < Installment permitted > drop down, select whether the amount can be paid back in installment or not.
- In case if installment is granted; in the <No. of Installment> textbox, enter the duration in which the amount should be paid back in installment.
- From the < Whether S/C Disconnected for non payment of installment> drop down, select the option.
- If the S/C is disconnected; in the <Date of Disconnection> textbox, enter the date in which service is disconnected.
- From the <Whether criminal case involved> drop down, select whether the consumer is indulged in any criminal cases.

- If yes; in the <Name of the Police Station> textbox enter the police Station where the case was registered.
- If yes; in the <FIR No and Date> textbox, enter the First Information Report Number & the Date when the FIR was filed.
- If yes; in the < Brief description of criminal case> textbox, enter the description about the case

h. Corresponding to the selection of Case Category, the available nature of cases will get displayed in the drop down box. From the drop down, select the case nature.

i. In the <Name of Petitioners> textarea, enter the name of the persons who has filed the case.

j. In the <Address of Petitioners> textarea, enter the address of the persons who has filed the case.

k. In the <Name of the Respondents> textarea, enter the name of persons who will be responding back on the case filed against them.

l. In the <Address of the Respondents> textarea, enter the address /addresses of persons who will be responding back on the case filed against them.

m. From the <TNEB's Role> drop down box, select the role of TNEB in the filed case.

n. In the <Date of receipt of the plaint / petition> textbox, place the cursor to display the calendar. From the calendar, select the date, Month, & Year in which the petition is received.

o. In the <Brief History of case> textarea, enter the case history, if any.

p. From the <Interim Stay Order if any> drop down box, select the option on the Stay Order.

q. If the <Interim Stay Order if any> is selected as 'Yes'; Corresponding to the <Interim Stay Order Reference & date> enter the 'Reference Number' & 'Date' when the stay order is issued.

r. In the <Name of the Standing Counsel> textbox, enter the starting alphabet and then click on the [🔍] icon to display the names starting with the alphabet. From the list select the name.

s. Click on the [Save] button. A message 'Case created successfully and Case Ref. No is '…/……/../…." will be displayed.

t. Click on the [Finish] button to return back to the 'Case' main screen.

Note:

- The fields marked with (*) symbol are mandatory.

h. The details of the form is saved using the "SAVE" button at the bottom of the form.

i. Once the case is saved it will be available for viewing and editing by the user.

j. To View the Cases entered, Click the Case Sub Menu from the Masters Menu. On the Right side of the screen this icon is displayed. [🔍] button.

Click on the above icon and the following screen is displayed.

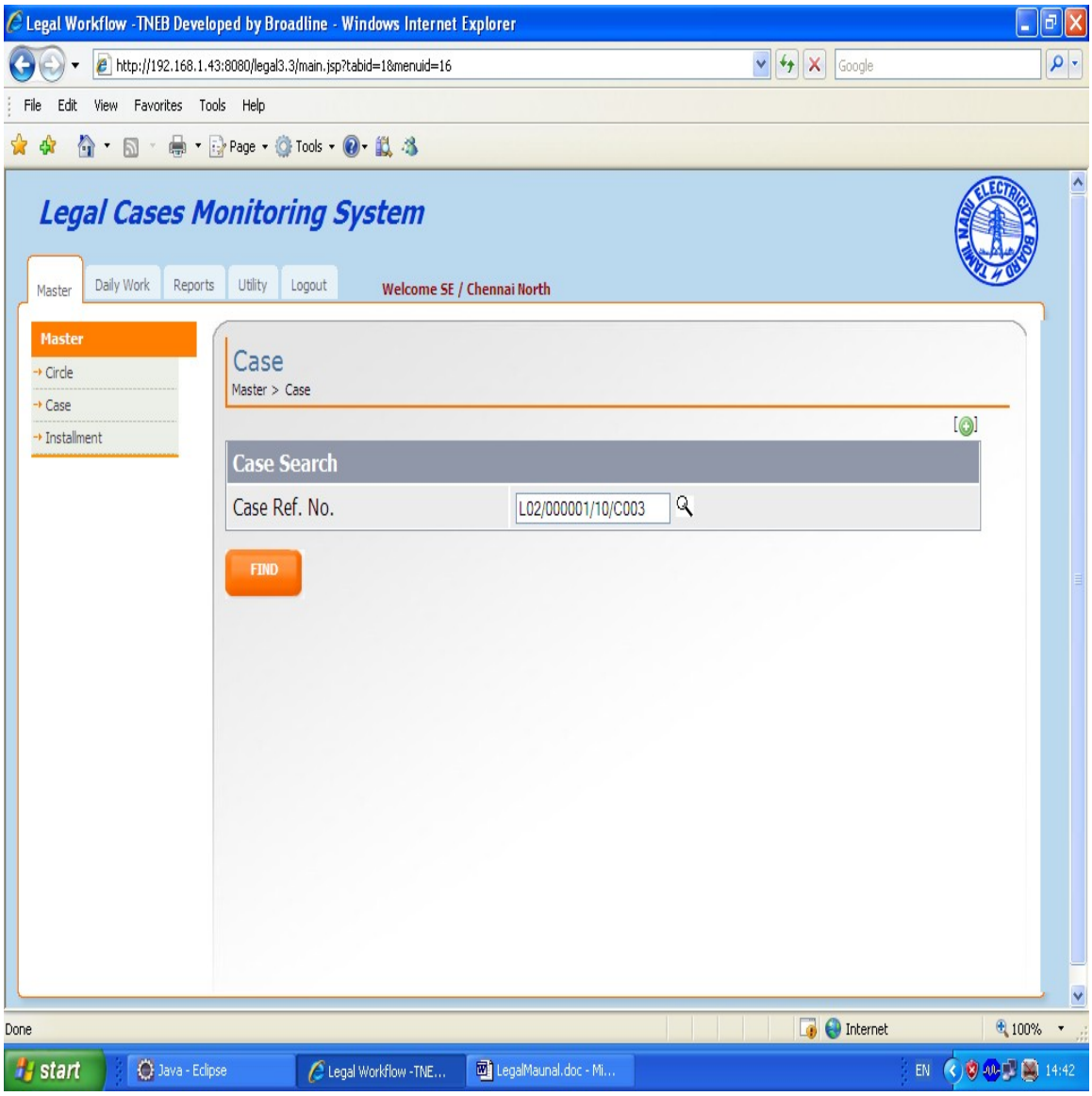

Figure 9 Case Search Screen

Now place the cursor in the field 'Case Ref No' and press any key so that the list of cases is displayed. The Case Ref No should be selected and press the 'FIND' button. On pressing the 'FIND' button the following screen is displayed.

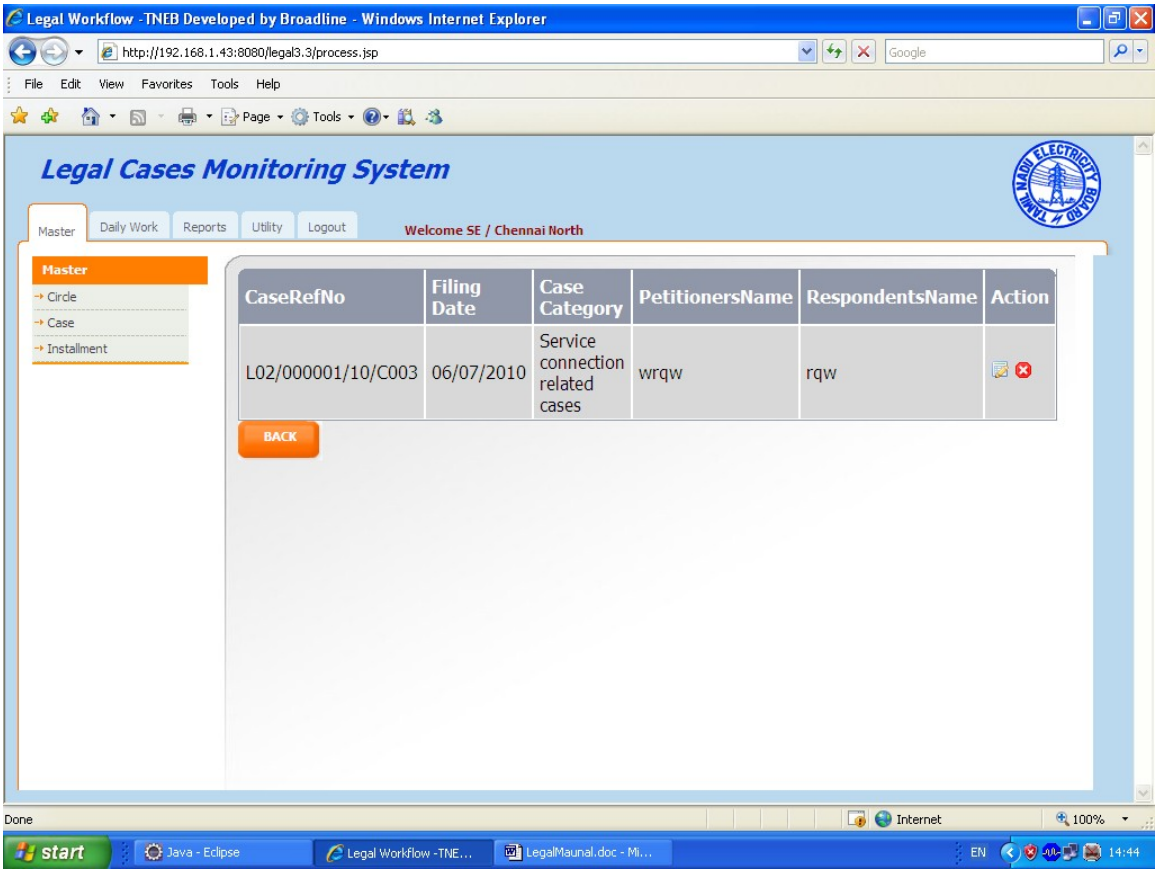

Figure 10 Case Update Screen

The case selected is ready for editing now. Now select the icon to edit the case details. The corrections/modifications if any should be made and the click the 'SAVE' button at the bottom of the page to save the corrections made.

4. Installment

On clicking the 'Installment' option on the Master menu the following screen is displayed.

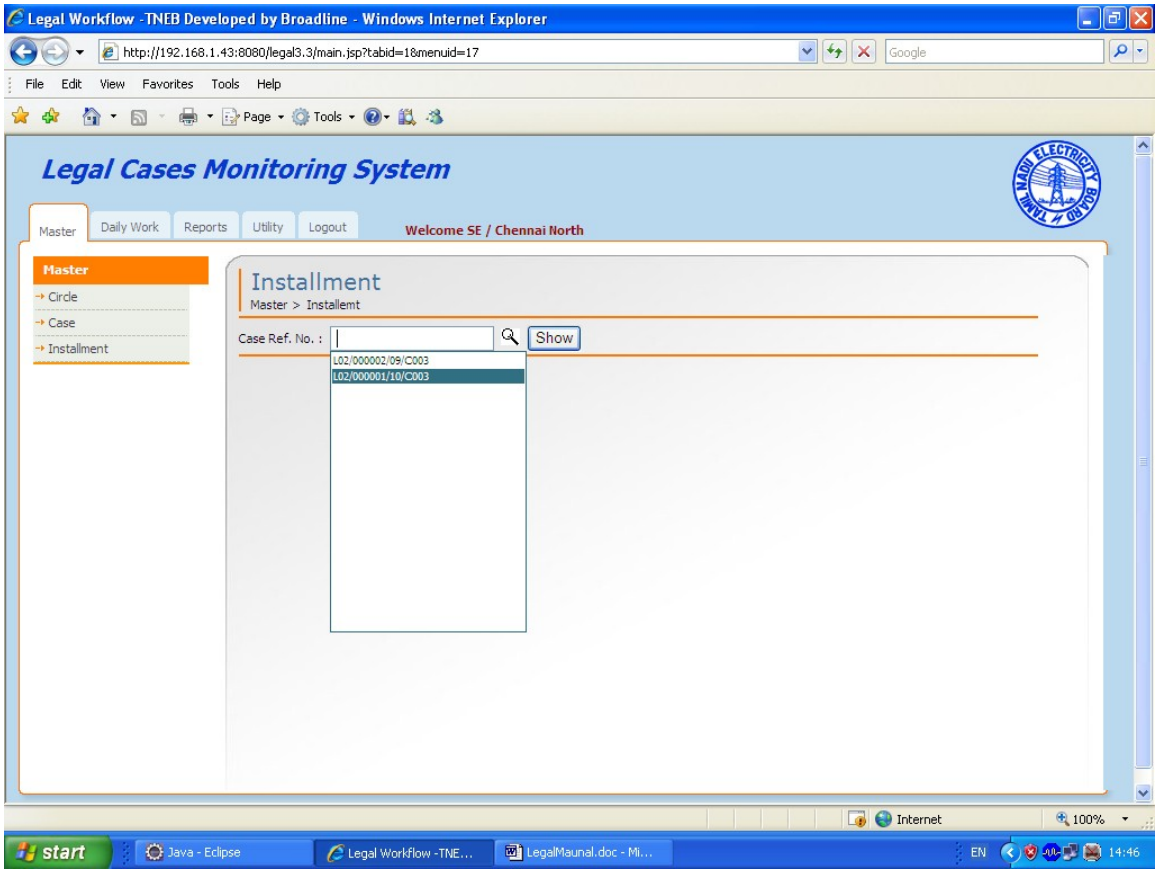

Figure 11 Case Installment Selection Screen

Now select the 'Case Ref No' and press the 'Show' button. The following screen is displayed if installment is permitted in the case screen. The installment amount and the due date should be entered in this screen and saved as follows:

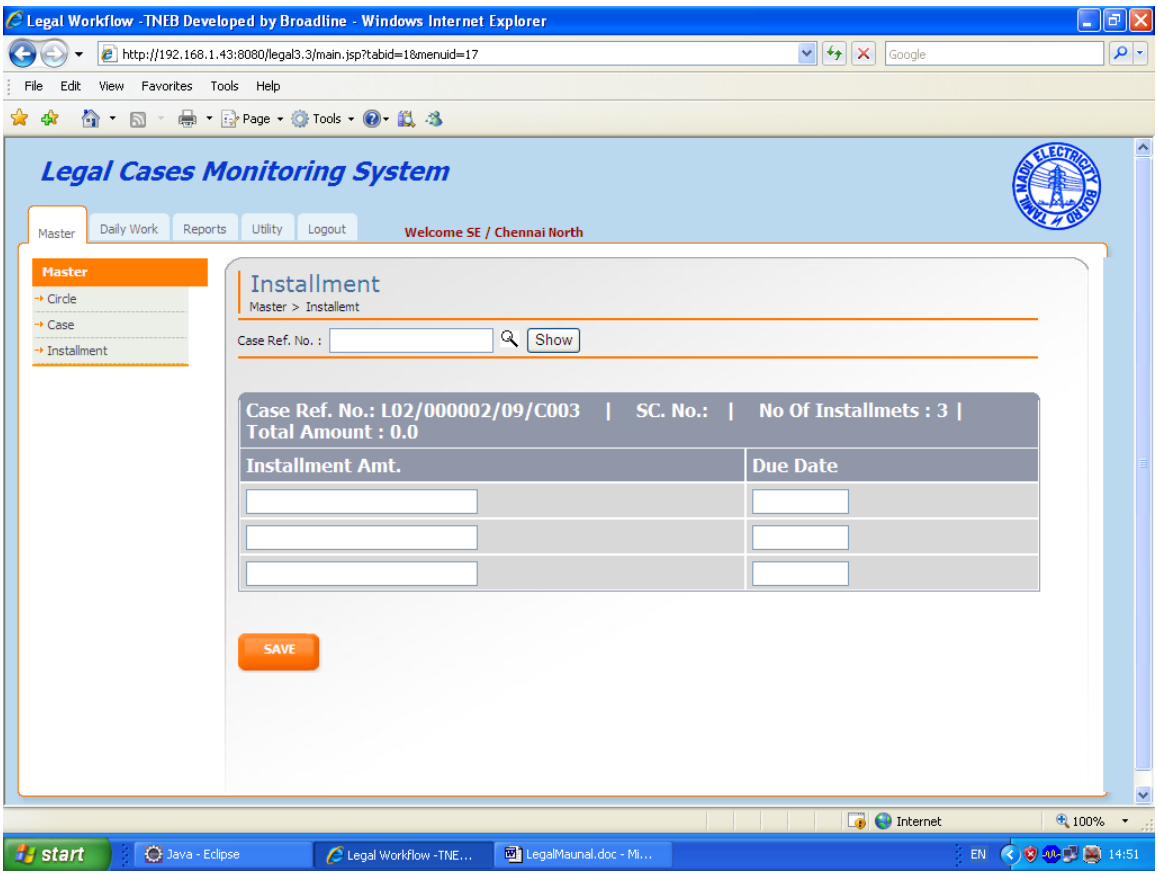

Figure 12 Case Installment Entry Screen

a. Corresponding to each <Installment Amount> textbox, enter the installment amount **to be paid.**

b. Corresponding to each installment amount; place the cursor in the <Due Date> textbox to display the calendar. From the calendar, select the Date, Month & Year when the installment amount is to be paid.

c. Repeat the steps for the number of installment granted for the case.

d. Click on the [Save] button. A message 'Data updated successfully' will be displayed.

e. Click on the [Finish] button to return back to the 'Installment' main screen.

Search an existing installment details

f. Click on the Installment Sub Menu from the Master Menu.

g. To view the installment details of a case; against the <Case Ref. No> textbox, enter the reference number of the case and then click on the [ ] button. The entered case reference number will get displayed on the list. From the list select the number and then click on the [Show] button. The installment details of that particular case will be displayed.

II. The Daily Work menu consists of the following sub menus as listed below:

1. Action Plan
2. Collection
3. Expense
4. Case Status
5. Case Remarks

1. Action Plan - Action Plan refers to the Day-to-day activities to be initiated against each case. The Following steps should be followed for initiating action against each case.

Adding a new action plan

a. On the 'Daily Work' menu Click on the Action Plan Sub Menu to display the 'Action Plan' main screen.

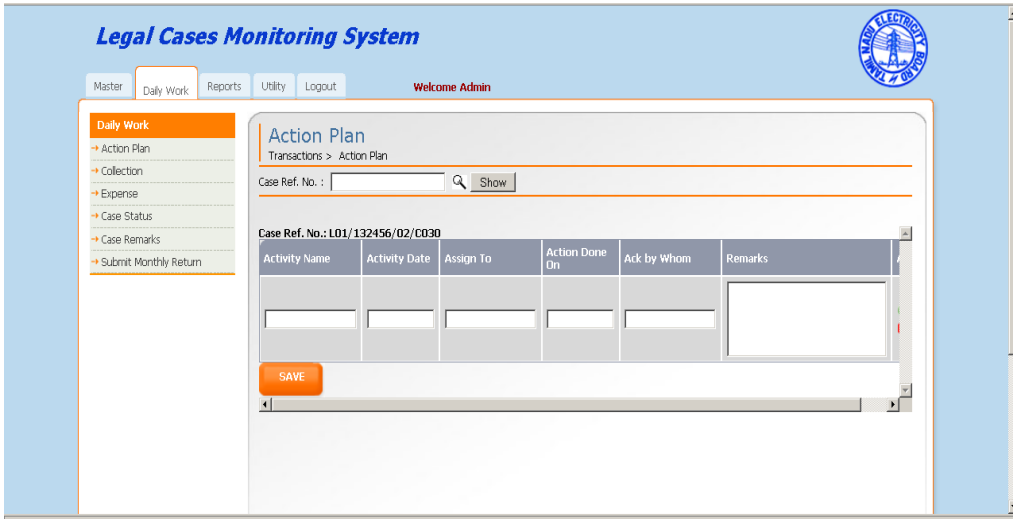

Figure 13 Action Plan – Entry screen

b. Corresponding to the <Case Ref. No.> textbox, press the space bar or type any alphabet to display all the Case Ref Nos. Now select the case reference number of any particular case and then click on the [Show] button to enter the activity details about the selected case.

c. Corresponding to the Case Reference Number; under the <Activity Name> textbox, enter the activity to be performed for the case. For eg:

   a. Filing of vakalat
   b. Filing of counter
   c. Filing of InterLocutary application
   d. Adjournment
   e. Trial/Hearing etc

d. Corresponding to the Case Reference Number; place the cursor under the <Activity Date> textbox to display the calendar. From the calendar, select the Date, Month, & Year when the activity is to be performed.

e. Corresponding to the Case Reference Number; under the <Assign To> textbox, enter the name of the person to whom the activity should be assigned.

f. Corresponding to the Case Reference Number; place the cursor under the <Action Done On> textbox to display the calendar. From the calendar, select the Date, Month, & Year when the action was taken.

g. Corresponding to the Case Reference Number; under the <Ack by Whom> textbox, enter the name of the person who has acknowledged the action taken.

h. Corresponding to the Case Reference Number; in the <Remarks> textarea, enter the comments, if any, on the action taken.

i. Each activity should be entered and the A/D (Add/Delete) button on the right side of the screen should be pressed for adding another activity.

j. Click on the [Save] button. A message 'Data added successfully' will be displayed.

k. Click on the [Finish] button to return back to the 'Action Plan' main screen.

l. To add more action plans against a case, repeat the above steps.

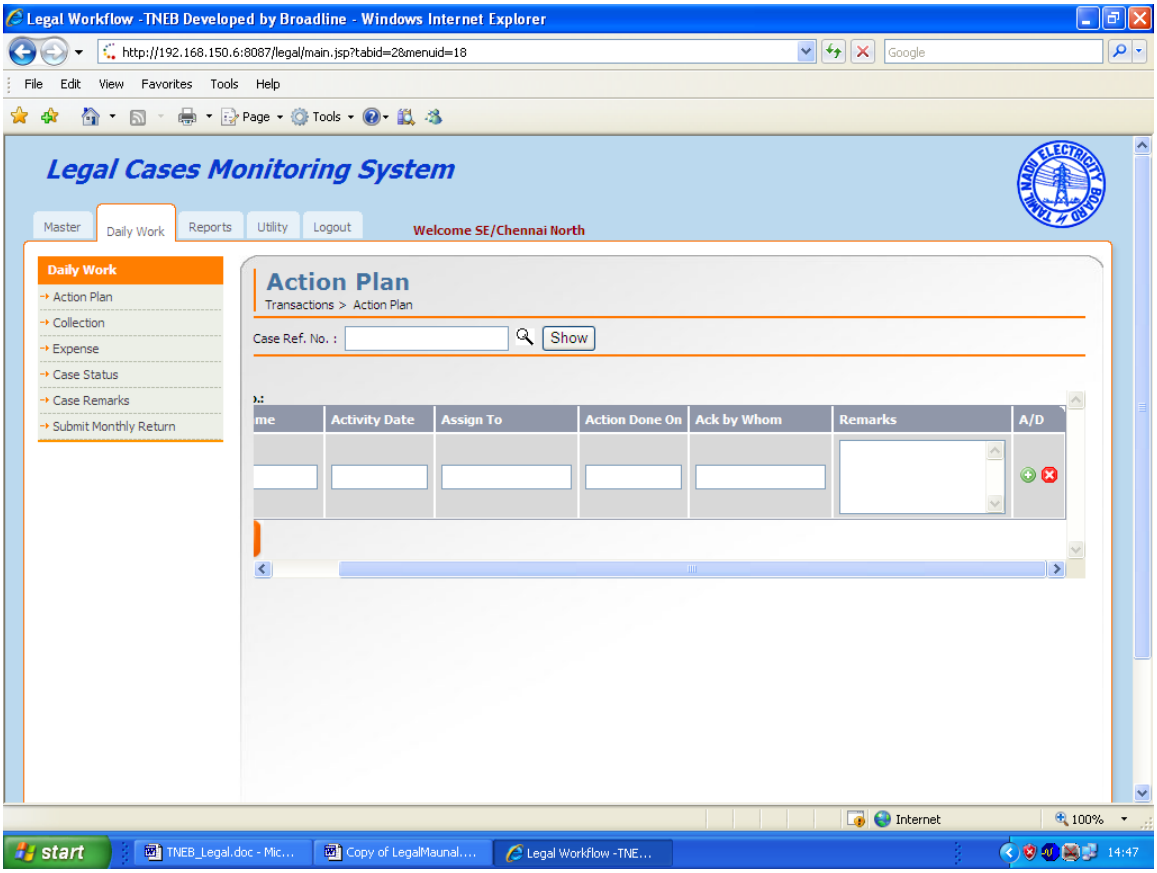

Figure 14 Action Plan – Add/delete Option screen

2. Collection

This sub menu is used to fill in the collection details of the amount involved in any case. For eg., the final assessed amount in the violation/theft case, or any other amount involved in a case which is to be collected. This option helps to keep track of the amount payable, amount collected and the arrears amount. The details have to be compulsorily filled in for the cases in which applicable. The collection screen is shown below:

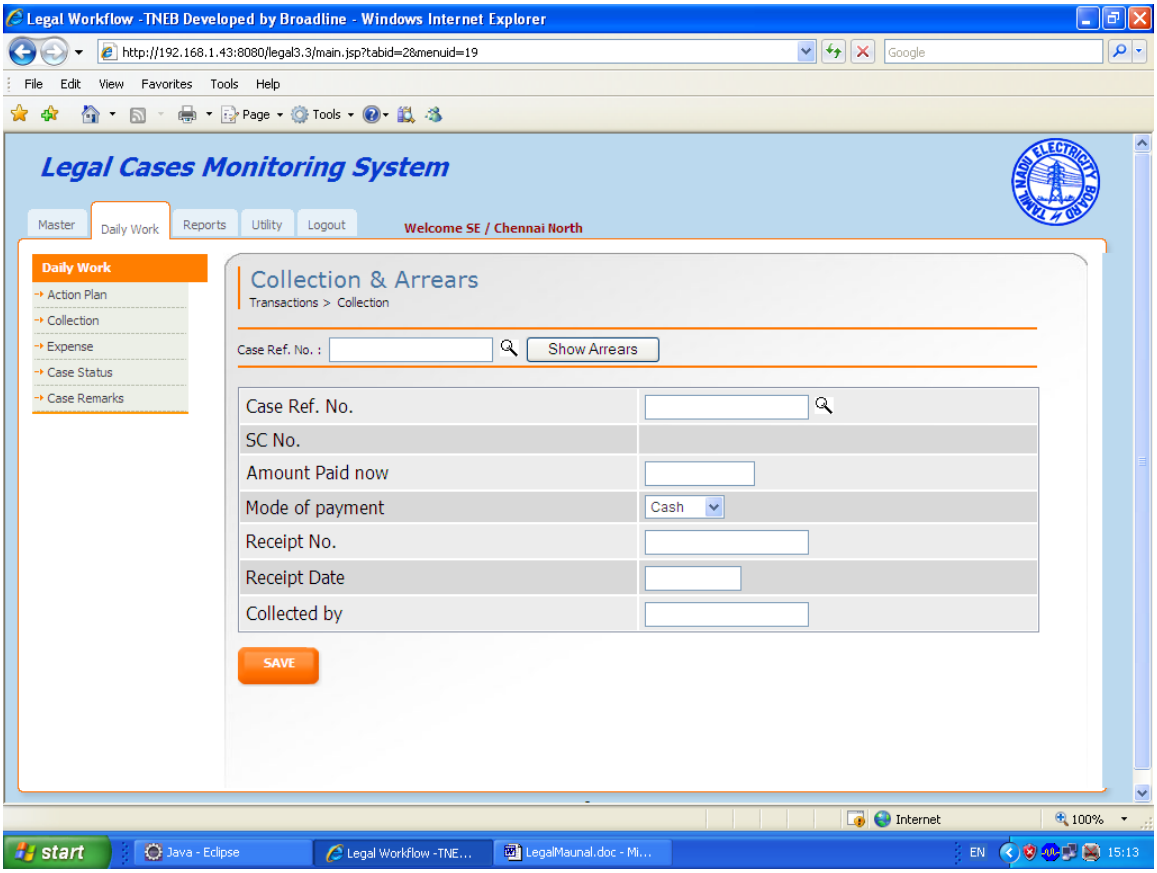

Figure 15 Collection & Arrears Entry screen

a. Corresponding to the <Case Ref. No.> textbox, press the space bar or any alphabet to display the list of cases. Then select the Case Ref number and Click on the [🔍] icon to select the number in the list.

b. Corresponding to the selection of Case Reference Number, the Service Connection Number, if any, will get automatically displayed in the <Sc. No.> textbox

c. In the <Amount Paid Now> textbox, enter the amount being paid back / amount being collected.

d. Corresponding to the amount paid, from the <Mode of Payment> drop down box, select the mode in which the payment is made.

e. In the <Receipt Number> textbox, enter the unique receipt number issued against the receipt of payment.

f. Place the cursor in the <Receipt Date> textbox to display the calendar. From the calendar, select the Date, Month, & Year in which the receipt is issued.

g. In the <Collected By> textbox, enter the name of the person receiving the payment.

h. Click on the [Save] button. A message 'Data added successfully' will be displayed.

i. Click on the [Finish] button to return back to the 'Collection & Arrears' main screen.

Note:

- If the **'Mode of Payment'** is either Cheque / DD, following details will have to be entered:
- In the <Cheque / DD No> textbox, enter the cheque / DD number.
- Place the cursor in the <Cheque / DD Date> textbox to display the calendar. From the calendar, select the Date, Month & Year in which the cheque is issued.
- In the <Name of the Bank> textbox, enter the issuing banks name on behalf of which the cheque is issued.
- In the <Branch Name> textbox, enter the Branch Name of the bank.

3. Expense

This screen is for entering the expenses incurred in any case mainly 'Legal Fees Paid' so far to the respective counsels in any particular case. Case wise fee entries should be made, so that the fees paid so far can be easily tracked and maintained. The screen is shown below:

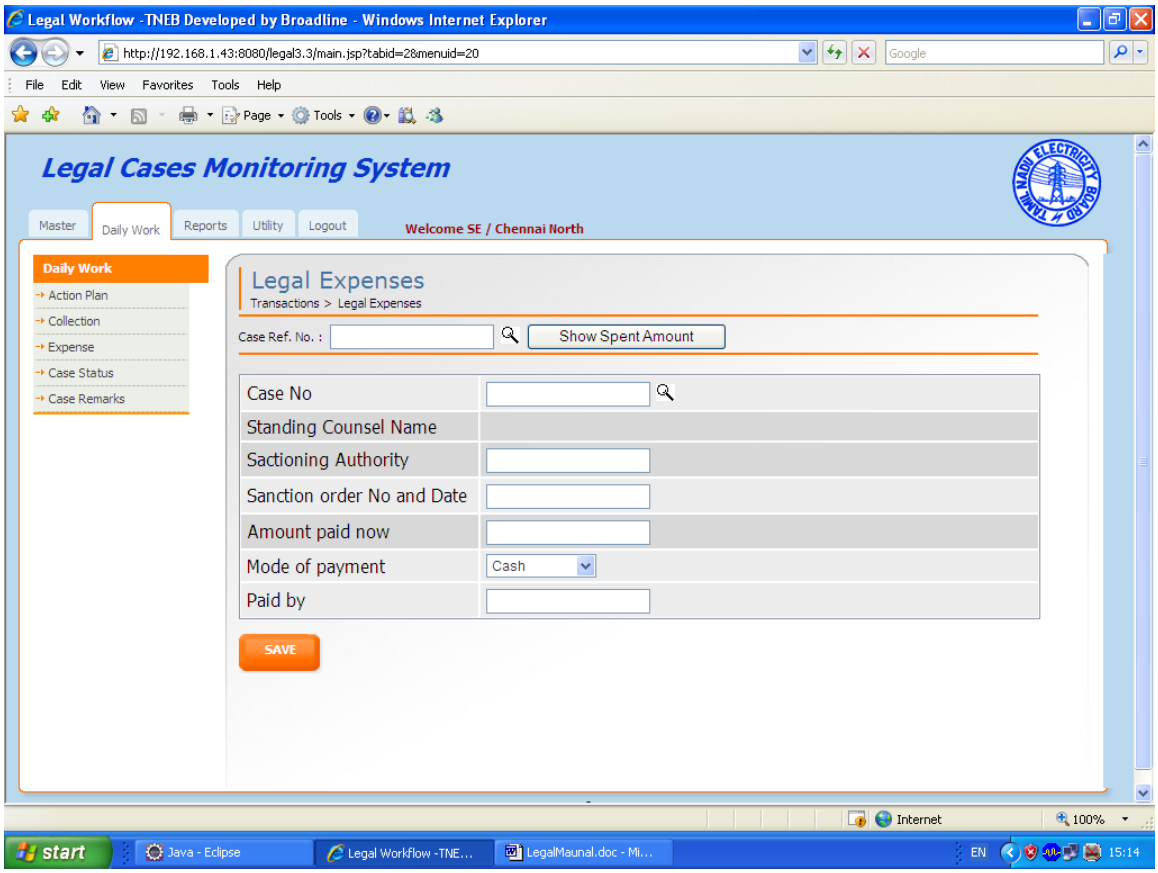

Figure 16 Legal Expenses Entry screen

The Case RefNo should be selected from the list and the Name of the Standing Counsel for that particular case already entered in the Case Master will be displayed. The details such as Sanctioning Authority, Santion Order No and date, Amount paid now and the mode of payment should be entered and saved.

4. Case Status

The present status of the case should be entered in this screen in the column 'Brief Status' for updating the monthly returns. The entries should be saved using the 'SAVE' option. The status can be viewed by selecting the Case Ref No and pressing the 'SHOW' option in the screen. The Case Status screen is shown below:

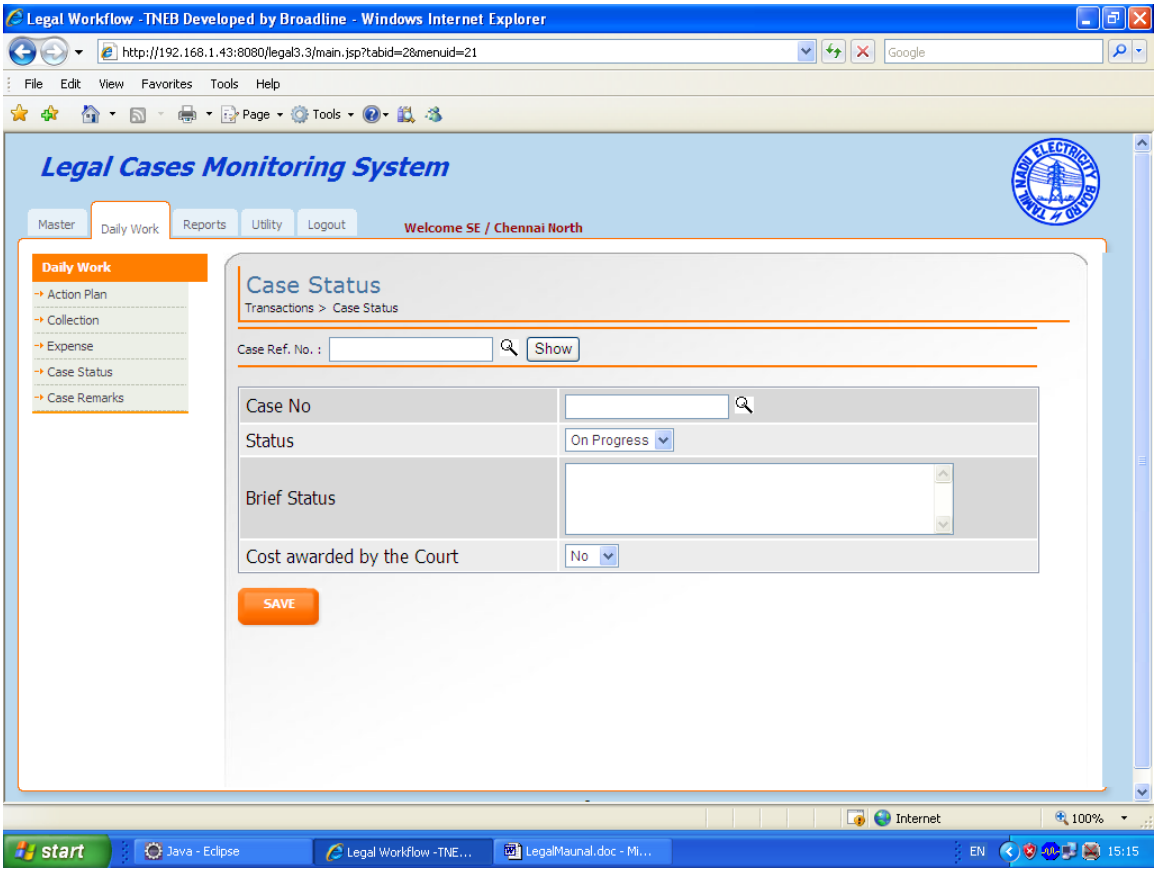

Figure 17 Case Status Entry screen

5. Case Remarks

The remarks of the Officer concerned may be entered in this screen and saved using the 'SAVE' option so as to update the monthly returns. And also for immediate attention of higher/lower officers for any particular case, the message can be passed on through this screen. Whenever the officer concern opens this portal, the remarks of other officers can be viewed and replied also. This screen acts as the internal communication of officers in connection with legal cases. The Case Remarks screen is shown below:

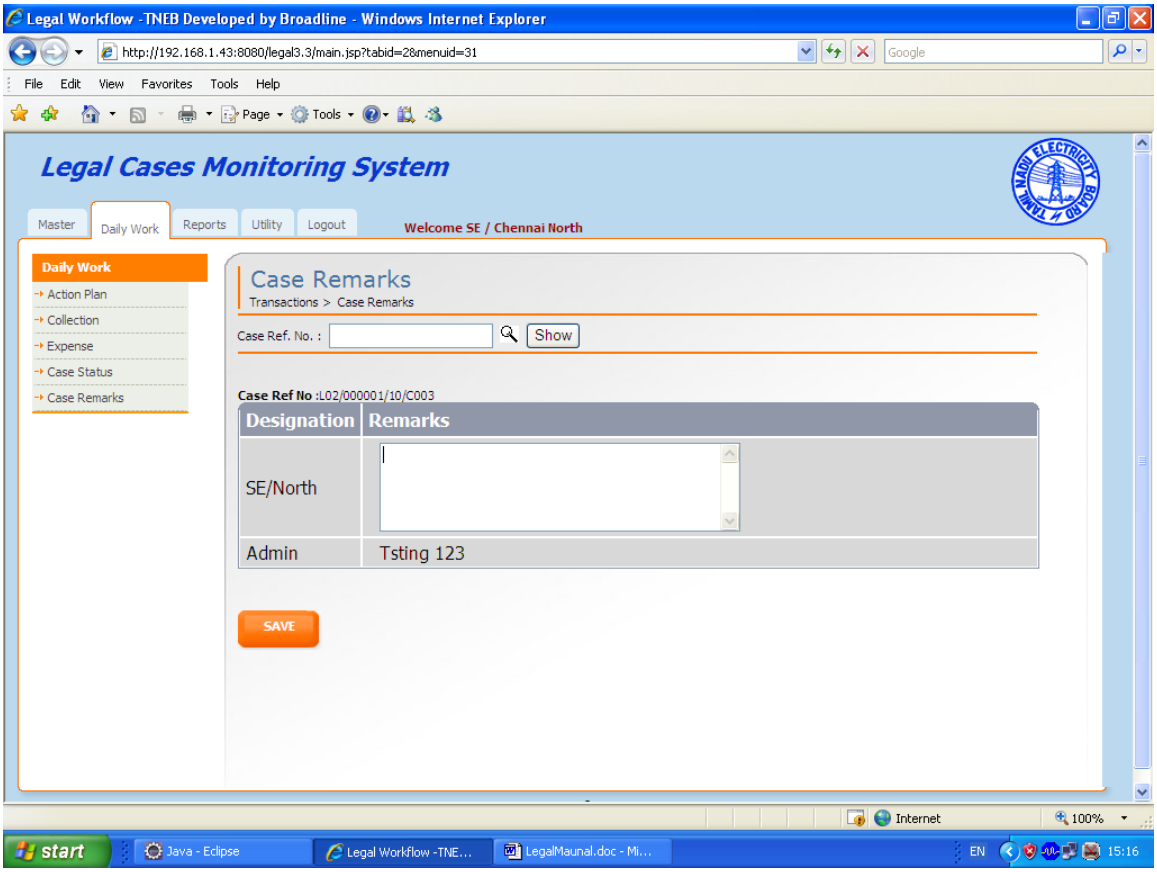

Figure 18 Case Remarks (by competent Authority) Entry screen

III. The Reports menu consists of the following sub menus as listed below:

1. **Dash Board**
2. **Case Wise Task**
3. **Master Reports**
4. **Annexure I – Suit Register**
5. **Annexure II to VII**

1. <u>Dash Board</u>

The Dash Board is a facility in the package which provides

Information of the category wise pending cases, pending tasks today, tomorrow and the next two weeks. It also consists of installment collection details and the Monthly Returns Submission details in a single screen. These details get updated as and when the various forms are filled in and is available to the user in a single screen for review. The screen shot of the Dash Board is shown below:

Figure 19 Dash Board Report screen

2. Case Wise Task

This screen shows the various tasks to be done/already done for any particular case. The sample screen is shown below:

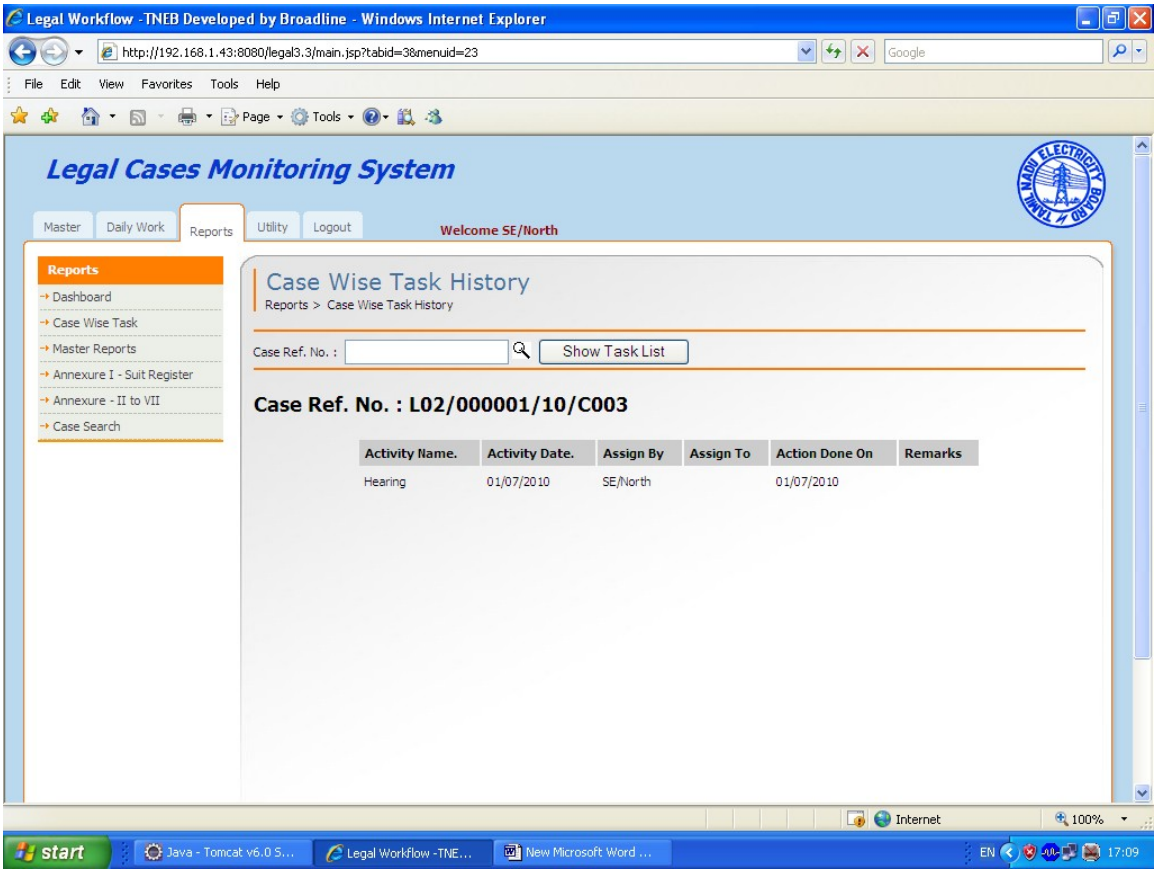
Legal Workflow -TNEB Developed by Broadline - Windows Internet Explorer
http://192.168.1.43:8080/legal3.3/main.jsp?tabid=38menuid=23
File Edit View Favorites Tools Help
Legal Cases Monitoring System
Master Daily Work Reports Utility Logout
Welcome SE/North
Reports
Dashboard
Case Wise Task
Master Reports
Annexure I - Suit Register
Annexure - II to VII
Case Search
Case Wise Task History
Reports > Case Wise Task History
Case Ref. No. :
Show Task List
Case Ref. No. : L02/000001/10/C003
Activity Name. Activity Date. Assign By Assign To Action Done On Remarks
Hearing 01/07/2010 SE/North 01/07/2010
start
Java - Tomcat v6.0 S...
Legal Workflow -TNE...
New Microsoft Word ...
17:09

Figure 20 Case Wise Task History Report screen

3. Master Reports

The various Master Reports available are listed below. These reports can be viewed and saved in the PDF/excel format for taking print out.

1. **Case Category Master**
2. **Case Nature Master**
3. **Court Group Master**
4. **Court Master**
5. **Region Master.**
6. **Circle Master**
7. **Division Master**

8. **Sub Division Master**
9. **Section Master**
10. **Standing Counsel master.**
11. **Activity Master**
12. **Case Type Master**

4. Annexure I – Suit Register

A Report for the Suit Register in the Format given by Legal Cell/TNEB is available in this Report. This report has two options. It could be saved either in the Excel format or PDF format as required by the user. A sample report is shown below:

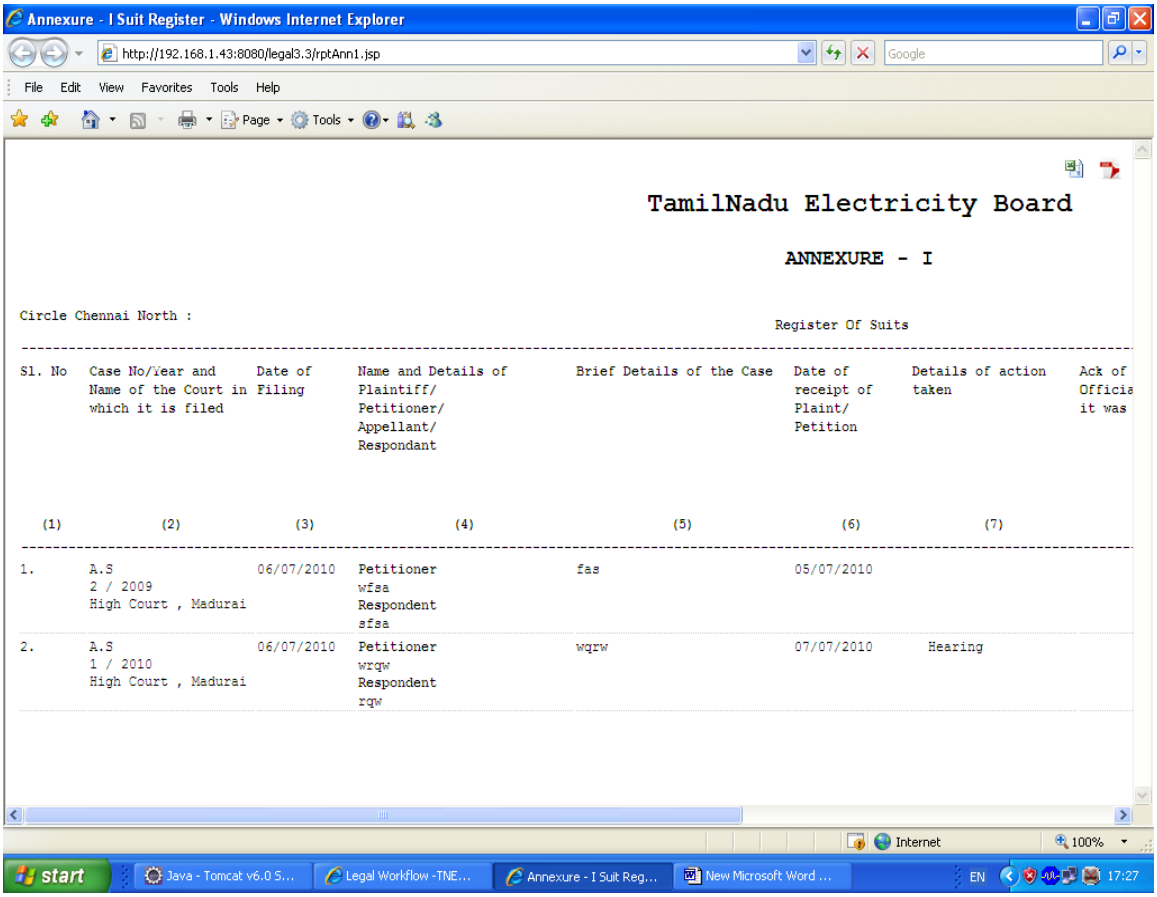
Annexure - I Suit Register - Windows Internet Explorer
http://192.168.1.43:8080/legal3.3/rptAnn1.jsp
TamilNadu Electricity Board
ANNEXURE - I
Circle Chennai North :
Register Of Suits
Sl. No
Case No/Year and Name of the Court in which it is filed
Date of Filing
Name and Details of Plaintiff/ Petitioner/ Appellant/ Respondant
Brief Details of the Case
Date of receipt of Plaint/ Petition
Details of action taken
Ack of Officia it was
(1) (2) (3) (4) (5) (6) (7)
1. A.S 2 / 2009 High Court , Madurai 06/07/2010 Petitioner wfsa Respondent sfsa fas 05/07/2010
2. A.S 1 / 2010 High Court , Madurai 06/07/2010 Petitioner wrqw Respondent rqw wqrw 07/07/2010 Hearing

Figure 21 Annexure Register of Suits Report screen

6. **Annexure II – VII**

The Returns Submitted to various higher officers as per the format given by the Legal Cell is available in this Report. The users can submit the reports to the higher officers using this option. This report also could be saved in excel/PDF format. A sample output is shown below:

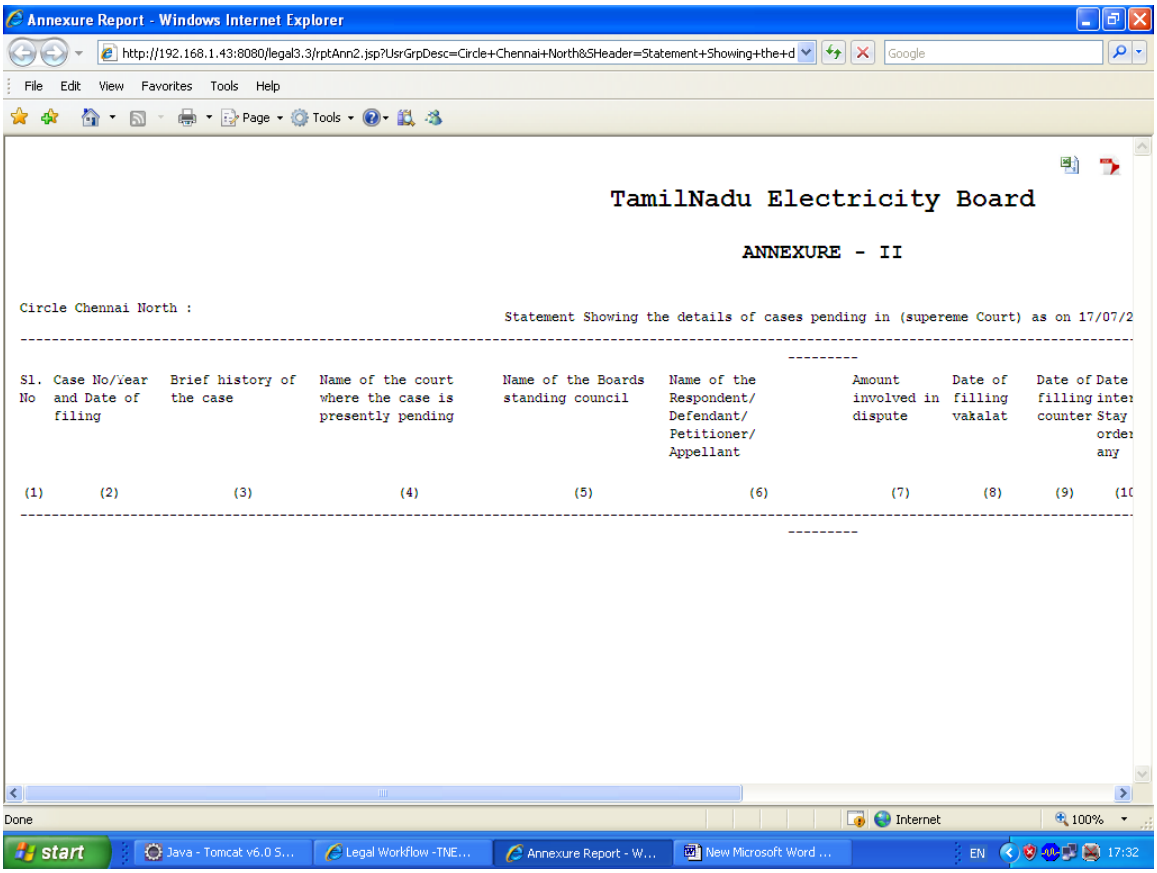
Annexure Report - Windows Internet Explorer
http://192.168.1.43:8080/legal3.3/rptAnn2.jsp?UsrGrpDesc=Circle+Chennai+North&SHeader=Statement+Showing+the+d
File Edit View Favorites Tools Help
Page Tools
TamilNadu Electricity Board
ANNEXURE - II
Circle Chennai North :
Statement Showing the details of cases pending in (supereme Court) as on 17/07/2
Sl. No
Case No/Year and Date of filing
Brief history of the case
Name of the court where the case is presently pending
Name of the Boards standing council
Name of the Respondent/ Defendant/ Petitioner/ Appellant
Amount involved in dispute
Date of filling vakalat
Date of filling counter
Date inte Stay order any
(1) (2) (3) (4) (5) (6) (7) (8) (9) (10
Done
Internet
100%
start
Java - Tomcat v6.0 S...
Legal Workflow -TNE...
Annexure Report - W...
New Microsoft Word ...
EN
17:32

Figure 22 Annexure II to VII Report screen

IV. The Utility menu consists of the following sub menu as listed below:

1. Change Password

The Change password screen is shown below:

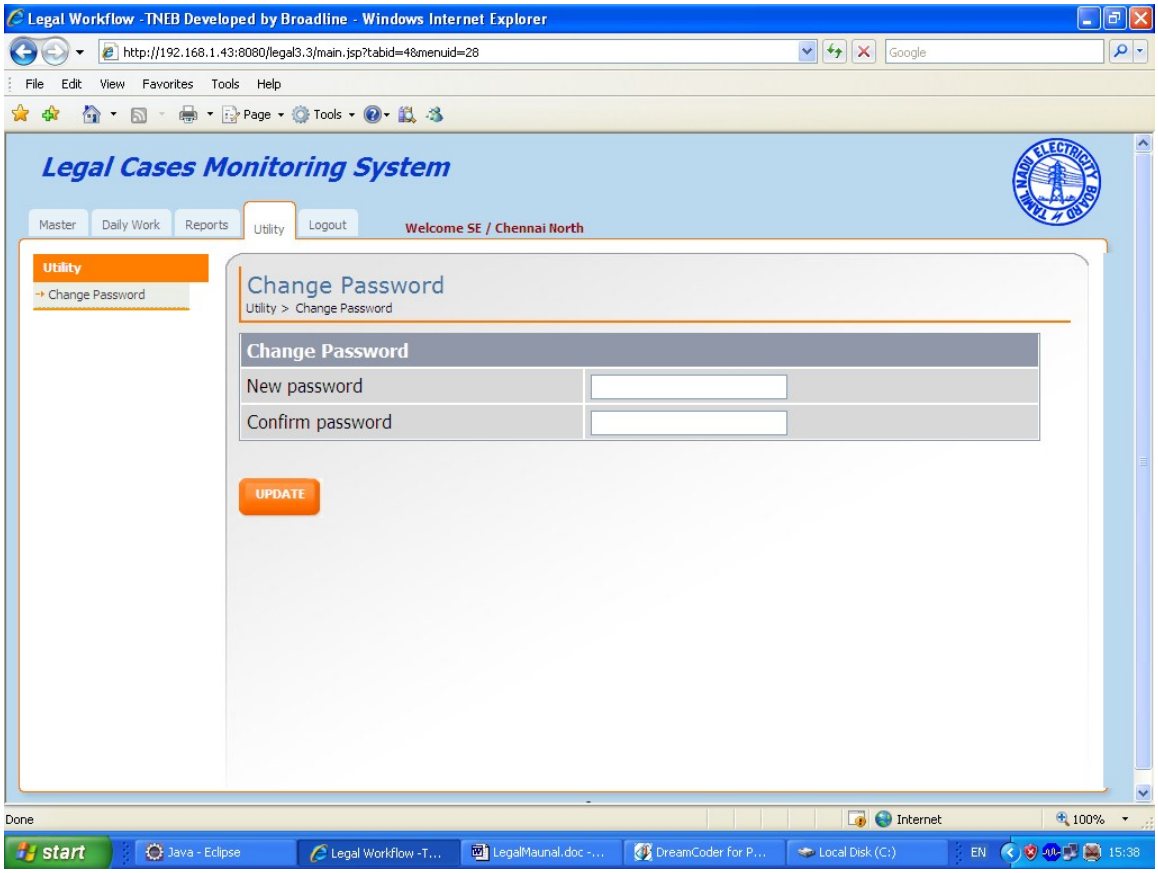

Figure 22 Change Password screen